



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 9, 2009

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00 -7:00 pm

Committee Members Present: Andrews, Banks, Flores, Frazier, Harris, Hicks, Margolis, Siron

Committee Members Absent:

Others Present: Matthew Miller (Applicant), Terry Young (Applicant), Mark Molnar (Council Co-Chair), Randy Allgaier (CM), Sarah Ornellas.

Support Staff Present: Asis, Bryson, Lee

Draft Minutes

1. **Introductions**

The meeting was called to order at 5:04 pm by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

2. **Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus.

3. **Review/Approve February 9th, 2009 Minutes - VOTE**

The February 9th, 2009 minutes were reviewed. On agenda item number eight the Committee decided to truncate the interview answers. The minutes were then approved by consensus.

4. **Announcements**

- CM Banks read a letter requesting the removal of Council Co-Chairs Steve Manley, Laura Thomas and Mark Molnar. Co-Chair Frazier suggested that this be dealt with at the next Special Meeting of the Membership Committee.
- CM Allgaier gave the Council a quick update on the Federal Budget. He said that the omnibus Appropriations bill is being held up in the Senate, which would have given \$32 million to the SF EMA for HIV/AIDS. If it does not pass, everything will stay funded at last year's levels. He also noted that he is flying out to D.C. to meet with Jeff Crowley, the Director of the Office of National AIDS Policy and also meet with the Budget and Appropriations Committee to discuss a National AIDS Strategy.
- Council Support Asis announced that former Council Member Marcus Mabry passed away over the weekend.
- Council Support Bryson announced that the Special Membership Meeting scheduled for this Thursday, March 12th, has been moved to next week, date and time to be decided.

5. **Public Comment**

There was no public present.

6. Demographic Information Update

The Committee reviewed the updated Demographic Report, which includes the Council's two newest members, Aaron Chandler and Jesus Guillen. CM Flores asked for information on the number of minority women who are on the Council.

CM Banks suggested recruiting women at women's clinic at Ward 86 on Thursdays.

CM Andrews suggested discussing recruitment at the next meeting.

7. Council Support Action Plan Update

The Committee discussed allocating home committees to the newest Council Members, Salvatore Russo, Aaron Chandler and Jesus Guillen. They noted that generally the first choice was given to new CMs. The Committee decided to table this issue until a later date.

8. Interview for Council Membership - VOTE

The Committee interviewed two people for membership on the Council.

-Matthew Miller is a consumer of services.

Council Support Asis updated the Committee on references reviews.

The Committee discussed how to go about telling the applicant whether or not they have been accepted to the Council. The Committee took a straw poll and decided to have CS Asis call the applicants the following day with the decision.

The Committee discussed Matthew Miller's application and if he would be an asset to the Council.

MOTION: CM Banks/CM Flores to accept Matthew Miller as a member on the Council and forward this decision to the Full Council.

VOTE-Ayes: 8

Nayes: 1

-Terry Young is a consumer of services.

The Committee discussed Terry Young's application and if he would be an asset to the Council. Mark Molnar noted that he needed to recuse himself, as Young is a current Shanti Client.

VOTES-Ayes: 6

Nayes: 1

Recusal: 1

9. Council Member Attendance Report/Letters to Send -VOTE

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month report (December 2008, January and February 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.

Review of Letters of Probation that have been sent

Review of Potential Letters of Warning/Probation to Be Sent
-Naim Harrison

Co-Chair Frazier suggested sending a letter to Naim Harrison to see if he is still interested in being on the Council and to let him know that he is out of compliance with the Policy and Procedure Manual. He also noted that he would call Harrison himself, just to establish contact.

Probation/Warning Letters sent

Leave(s) of Absence

Requests for Leave(s) of Absence

-Maritza Penagos

The Committee discussed whether CM Penagos' space as an at-large member of Steering would need to be filled during her LoA. During this discussion, it arose that Marcus Mabry's space as an at-large member of Steering will need to be filled. This nomination will go on the agenda for the Full Council meeting.

Review Renewals

-Chris Harris

The Committee discussed how to objectively review renewals, instead of just passing them through because they are currently Council Members. CM Frazier suggested discussing this at the next meeting.

Resignations

Thank You for Service to the Council

-Bart Ellison

-Johnson Livingston

-Marcus Mabry (was sent to his family)

Dismissal Letters to be Sent Due to Attendance Requirements

The Committee voted unanimously to send Naim Harrison a letter of warning, grant Maritza Penagos a leave of absence and renew Chris Harris' membership.

10. Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE

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| a) <i>Development of Non-Discrimination Policy</i> | CM Frazier and CM Flores |
| b) <i>Development of Conflict Resolution Policy</i> | CM Molnar and CM Newell |
| c) <i>Development of Rights and Responsibilities</i> | Group |
| d) <i>New Business</i> | |

This agenda item was tabled until the next meeting.

11. Discussion of Cultural Humility Workshop Suggestions

This is a standing agenda item.

12. Next Meeting Date & Agenda Items

The next Membership Meeting is scheduled for Monday, April 13th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

13. Adjournment

The meeting was adjourned at 7:05 pm by Co-Chair Frazier.